May 12, 2025

Dear Borrower/Property Manager:

It’s that time of year to begin CIC’s annual collection for financial information. We are currently collecting for the **2024 calendar year**. Below is the required documentation needed to satisfy your loan agreement with CIC.

1. **Income and Expense Statement**, signed by the owner or property manager, for the 2024 calendar year (reflecting 12 months of income and expenses). You may use CIC’s template or your own. If there are multiple properties in your loan, please break out income and expenses by property.

***NOTE: Please do not include capital expenditures!*** *A capital expenditure is something that you purchase or upgrade that increases the value of your rental property. Example: roof repairs would be regular repair/maintenance item while a roof replacement would be a capital expenditure.*

1. **Current rent roll** with any subsidized tenants and delinquent tenants noted *(Please use the CIC template. You may use your own template provided it notes subsidized and delinquent tenants.)*
2. One of the following:
	* **Personal Financial Statement** signed by owner (for Individual Borrower(s) and/or Guarantor(s))- OR
	* **Balance Sheet and Income Statement** signed by the owner or property manager (for Corporate Borrowers)
3. **Current Contact Information** (*if your contact information has changed)*

To find form templates in printable or writable PDF formats, please click [here](https://www.cicchicago.com/current-borrowers/) and expand the “Annual Required Reporting Forms for Borrowers” heading.

Submission of these documents is a requirement of your Loan Agreement, per Section 9. Information should be uploaded by **Friday, June 27** via our secure OneDrive link by clicking [here](https://cicchicago-my.sharepoint.com/%3Af%3A/p/larmgardt/EpPaQwdvvghLkZ--yWAtQAYBfW8uBubBHljXx4nS0DH0Sw). You can also submit by replying directly to this email with your documents attached. Make sure to submit by the deadline to avoid a $250 fee being assessed to your loan.

Please reach out to portfolio@cicchicago.com if you have trouble uploading documents or need assistance in any way.

Thank you,

Marty Babbo

Chief Credit Officer

Community Investment Corporation